



Lettings Policy

Updated: Autumn 2023
Next Review: Autumn 2026

Reviewed, approved and ratified by: Full Governing Body
Written by Clare Field and Gemma MacCormack

Work Together, Achieve Together

1. Purpose

The primary purpose of the school site is to facilitate the education of pupils attending Ladbrooke JMI School. However, the Governing Body recognises that its school premises are a valuable resource and encourages the letting of the school's facilities:

- To provide a service to the local community, and
- As a means of generating additional income for the school

1.1 Scope of Application

Public lettings during the school day are not considered appropriate and will not be authorised.

This policy applies to requests for use of school premises on weekdays after school, at weekends and during the school holidays. The school's normal activities and operation will always take precedence over lettings.

2. Letting Procedures

All requests for the hire of school premises shall be considered and it is the governors' policy that, subject to the provisions of this policy statement, whenever it is reasonable and practical, use of the school's physical resources outside the normal hours by members of the local community or other third party groups shall be permitted.

2.1 Delegation

The law states that governors control the use of the school premises outside normal school hours, but they must comply with any direction given by the Local Authority.

The Local Authority controls the use of school premises during the normal school hours, but the day to day management is the responsibility of the Headteacher who is authorised to negotiate fees within the limits determined by the Governing Body.

No application for the use of the premises shall be granted for Sundays or Bank holidays, except with the consent of the Site Manager and Chair of Governors.

Applications for the use of premises for public performance and/or where alcoholic drinks will be provided must be considered by the Resources Committee or the Chair of Governors.

Otherwise, the governors delegate to the Headteacher the right to accept or decline a booking.

2.2 Administration

The Office Manager is responsible for administering lettings of school premises and has authority, with agreement from the Site Manager, to make firm bookings for established or approved hirers

for times when the facilities are expected to be available. Request from new hirers or for lettings at a potentially difficult time must be referred to the Headteacher. All requests for weekend bookings must be referred to the Headteacher.

The Headteacher reserves the right to cancel any booking which in their opinion conflicts with the normal operation of the school or where appropriate security or supervisory arrangements cannot be made. However, the school will never seek to cancel a booking unreasonably.

2.3 Terms and Conditions

The standard terms and conditions are set out in Appendix 1.

All hirers shall be given a copy of the terms and conditions together with a booking form (see appendix 2) prior to the hiring. The booking form must be completed and returned to the school office, signed by a responsible person for the hirer, to confirm booking.

With each letting the school will produce a lettings agreement for the hirer (see template in Appendix 3).

Hirers are obliged to comply with all legislation relevant to their use of the school, including that pertaining to health and safety, liquor licensing, gambling, public entertainment and copyright.

Smoking is not permitted anywhere within the school's premises or grounds this includes e-cigarettes.

No inflatables are allowed to be used during a letting.

Hirers should be made aware of the school's strict '**No Nuts**' policy.

2.4 Security

For any letting it is essential that either the Site Manager be in attendance to unlock and lock up or that the keys to the premises be in the hands of a person approved by the Headteacher, such person to be responsible for the restoration of the facilities used and for locking up securely. Additional key holders must be added to the key log maintained by the site manager.

Bookings which will not be Site Manager supervised shall be notified to the governing body.

Casual lettings requiring Site Manager's attendance will be subject to his availability.

3. Charges

The charges below are set for parents and friends of Ladbrooke School:

Location	Capacity	Rate
Hall or classroom	Hall: 287 Standing 129 Seated Classroom - 30	£30 p/h
ASC Building	Classroom - 50	£30 p/h
Owl House	15-20	£30 p/h
Playground / Field	N/A	£20 per hour

Availability times are as follows:

Weekday School Holidays and Saturdays	9.00am – 10.00pm
Weekdays Term Time	6.00pm -10.00pm
Sunday	9.00am-8.00pm

Charges for members of the public are £35 per hour which covers the cost of a member of staff, heating and lighting. Where only outside area is needed this will be reduced to £25 per hour.

The reduced charge for the Extended Schools Consortium maybe used in the following circumstances:

- Where the Headteacher considers that a letting is in the interests of the community, particularly where the proposed letting is for the purpose of providing extra- curricular activities for pupils of the school of an educational, recreational or cultural nature, or the request for hire is from a charitable organisation.
- For school holiday lettings which use the whole or large part of the school, special charges will be fixed in consultation with the governing body.
- In addition, at the discretion of the Headteacher, discounted rates may be offered to regular hirers where no site manager presence is required.

4. Invoicing

Invoices for casual lets will be raised two weeks prior to the event taking place and full payment is expected 48 hours before the date of the hire. Failure to make payment may result in the hiring being cancelled and the deposit forfeited.

For regular lettings, invoices will be raised by the office staff half-termly in advance even though agreement may be made to settle these monthly in arrears. This will enable all invoices for a financial year to be raised prior to the year-end in question and all outstanding income can be identified for the accruals in the year-end accounts.

All income received is collected through the school office via bank transfer.

In the event of the school needing to cancel an agreed letting, the school will not be liable for any claim for compensation (financial or otherwise) other than the return of any deposit money received. A minimum of seven days' notice shall be given except in force majeure.

4.1 Public Liability Insurance

No hiring should proceed unless there is adequate Public Liability Insurance. A copy of the insurance will be held for the school's record. Where there is no insurance held hirers will automatically be charged for public liability insurance at a rate of 10% of the booking charge to enable cover under the school's own cover arrangements. **The schools public liability insurance DOES NOT cover the use of any inflatable equipment.**

4.2 Time of Functions

In general, lettings will not be accepted for functions running beyond 10pm. Lettings will also only be accepted if the school can be satisfactorily restored to its normal operating profile in time for the next school day, without placing an unreasonable burden on the Site Manager or any other responsible member of staff or governor. Hirers will be expected to leave the school in a clean and tidy state, with furniture returned to where they found it.

5. Safeguarding

5.1 Staffing

Where the premise is being used for a service that relates to contact with children the staff concerned (whether volunteers or paid workers) are subject to the policies of Hertfordshire County Council's Safeguarding Board and the legal rules and procedures defined by [The Safeguarding Vulnerable Groups Act 2006](#) and any subsequent Acts pertinent to the service provided. DBS checks for all adults will need to be checked prior to the commencement of the letting. This must be provided on headed paper stating full name, date of check and DBS number or alternatively the companies safeguarding policy. Failure to provide this information will result in the letting agreement being terminated immediately (where the times of hire involve children on the premises).

5.2. Keeping Children Safe in Education and Lettings

Organisations hiring the school for the purposes of activities involving children will need to share risk assessments, public liability and safeguarding policies. This is to comply with KCSIE



LADBROOKE JMI SCHOOL

Work Together, Achieve Together

Watkins Rise
Potters Bar
Hertfordshire
EN6 1QB

01707 652 882

admin@ladbrooke.herts.sch.uk

Appendix 1:

Terms and Conditions of Letting of School Premises

These conditions should be read in conjunction with the lettings agreement. Signing of the booking form confirms your full compliance with the terms and conditions below.

1. The purpose of the hiring should not conflict with the morals or educational values of the school
2. The hirer shall not permit any interference with the gas systems, pipes, electrics or other installations of the school
3. No nails, screws or adhesive tape shall be fixed to the floor, walls, ceilings or any part of the building
4. The person/groups hiring the school premises shall use only those rooms, facilities and equipment as agreed when the hire arrangements are made
5. Hirers are expected to leave the school in a clean and tidy state, with furniture returned to where they found it. Display work, books, and equipment should not be touched.
6. If use by the hirer occasions any extra cleaning or caretaking duties, a Site Manager charge will be invoiced at a rate of £20 per hour. Damages or breakages must be reported to the school and the cost of repair/replacement will be invoiced to the hirer.
7. No inflatables should be on site during a letting
8. Organisations hiring the site must share risk assessments and evidence of public liability
9. Organisations hiring the site for events involving children must also provide evidence that adults supervising have relevant DBS checks and their safeguarding policy.
10. Smoking is not permitted anywhere within the school premises or grounds this includes e-cigarettes.
11. Hirers are to ensure that all users are aware of the school's strict no 'No Nuts' policy
12. Animals (other than guide dogs) are not permitted within the school premises or grounds
13. The maximum number of persons occupying the premises should not exceed the capacity outlined in the charges section of the Lettings Policy
14. No responsibility can be accepted by the school for loss of, or damage to, any property, which may be brought onto the premises as a result of hiring
15. If alcoholic drinks are being provided you must inform the school at the time of booking. If alcoholic drinks are to be sold, it is the hirer's responsibility to ensure that an appropriate licence is obtained
16. The hirer is required to take out Public Liability Insurance and to let the school have a copy in advance of hiring, unless they purchase cover through the school's annual Public Liability Insurance.

17. If the nature of the function for which the premises are used is the public performance of a play, music, dancing or any other activity for which a licence is required, it is the hirer's responsibility to ensure that an appropriate licence is secured and that the hirer complies with its conditions.
18. In the event of the accommodation not being used by the hirer, or not used in full as booked, no money that has been paid shall be refunded
19. Invoicing
 - For casual lettings the school may request either a 10% deposit of the letting fee or payment in full. For regular lettings, invoices will be raised by the school office in advance (generally half-termly) even though agreement may be made to settle these monthly in arrears.
20. Termination
 - In the event of the school needing to cancel an agreed letting, the school will not be liable for any claim for compensation (financial or otherwise) other than the return of all monies received. A minimum of seven days' notice shall be given (14 for regular lets), except in force majeure.
 - The Governors reserve the right to terminate any letting without notice where complaints are received as to the use of the premises by the hirer.
 - In the event of the hirer terminating the notice period for a single event will be 14 days, and 28 days for a regular booking after this period the 10% deposit will not be returned. In the event of breach of agreement/conditions, the school reserves the right to terminate the agreement with immediate effect.
21. In the event of fire or other major incident requiring evacuation of the building, the hirer shall:
 - Operate (impact) the nearest fire bell
 - Call the fire brigade and other emergency services as required
 - Evacuate the building – the fire assembly point is the junior playground, next to the playing field. The person in charge should confirm by roll call/register that all persons are accounted for
 - Contact school emergency number for site manager, this will be provided on confirmation of booking

No one should be permitted to re-enter the building unless cleared to do so by the emergency services.
22. Security (for unsupervised lets)
 - At the initial hiring, details of the alarm and keys will be explained and emergency contact details provided. Key and code information is strictly confidential. The key holder will sign for both key details and security code. The code is changed periodically and the key holder will be informed.
 - All doors and windows opened by the hirer must be closed upon departure and locked.
 - In the event of the school's security contractor being called to attend the school as a result of the hirer's failure to secure the premises properly, the call-out charge will be invoiced to the hirer.
23. Any complaint in respect of the hire of premises should be addressed to the Headteacher.